



BRIAN SANDOVAL
Governor

STATE OF NEVADA
PUBLIC UTILITIES COMMISSION

ALAINA BURTENSHAW
Chairman

REBECCA WAGNER
Commissioner

DAVID NOBLE
Commissioner

CRYSTAL JACKSON
Executive Director

Unclassified Job Announcement

Executive Director

The Public Utilities Commission of Nevada (PUCN) is seeking qualified applicants for the position of Executive Director. This is an unclassified full-time exempt position within Nevada State Government.

About the PUCN: The PUCN is a regulatory agency that ensures investor-owned utilities comply with laws enacted by the Nevada Legislature. For more information about the agency, please visit the PUCN website at <http://puc.nv.gov>.

The Positions Key Areas of Responsibility:

- Inform, discuss and advise Commission on administrative matters during open public meetings and implement Commission administrative actions.
- Perform other duties and assume other responsibilities as may be assigned by the Commission.
- Direct the development and implementation of the Commission's administrative: goals, objectives, policies, procedures and priorities.
- Ensure that programs and their activities are organized as effectively and efficiently as possible to ensure they are of good quality and relevant to the mission and vision of the Commission.
- Oversee the preparation, development and implementation of the Commission's biennial budget and review financial reports to ensure budgetary goals are met and that the agency is operating efficiently and within budgetary guidelines.
- Oversee the administration of personnel to include recruiting, hiring, and retaining and ensure that sound human resource management practices and policies are in place and followed.
- Allocate resources and supplies to personnel in order to ensure they have the necessary tools to complete their job responsibilities to the highest potential.
- Maintain a culture to attract, retain and motivate a diverse staff of top quality personnel.
- Examine, justify and defend Commission's administrative programs, policies and activities; negotiates and resolves sensitive and controversial issues.
- Respond to and resolve difficult and sensitive inquiries and complaints, media inquiries, Commission concerns, issues and agency needs.

- Ensure compliance with administrative statutory and regulatory requirements.
- Serve as primary contact and resource person for administrative matters with Governor's office, other State and federal agencies and the Legislature.
- Prepare and present testimony to legislative committees and make presentations to various State, local and federal agencies.
- Attend and participate in professional group meetings.
- May be expected to perform additional job-related duties and to have or develop additional specific job-related knowledge and skills.

Skills Required:

Must have a high degree of organizational professionalism, leadership abilities, and excellent oral and written communication skills. Must be able to work with a broad range of people and objectively engage in work procedures, products or processes. Must be able to direct, mentor and motivate division personnel; research, analyze, produce, review and edit division work product; compile and summarize information, prepare correspondence and periodic or special reports related to assignments; and contribute effectively to the successful accomplishment of divisional and Commission goals, objectives, and activities.

Must be available for travel (typically up to 10% of the time).

Minimum Qualifications:

Bachelor's degree from an accredited college or university with major course work in finance, business administration, public administration or a closely related field and five years of progressively responsible professional level administrative management experience, preferably in a regulatory environment, with emphasis on administrative analysis, fiscal analysis, or personnel management; OR an equivalent combination of education and experience.

Approx. Annual Salary Up To \$117,030 (Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary.) Salary offers are based on a wide array of factors such as a candidate's experience, skills, and education. Once hired, salary growth within the job classification will be based on performance development and budget availability. Please note: The salary listed does not include the 1% Cost of Living increase, effective July 1, 2015, provided by AB489 in the 78th Legislative session.

Benefits: The State benefits package includes enrollment into the Public Retirement System (www.nvpers.org), a choice of health insurance plans (www.pebp.state.nv.us), eleven paid holidays, and paid annual leave and sick leave, after appropriate waiting periods. Other optional benefits are also available, including a deferred compensation program.

Position Location: The position will be located in Carson City, Nevada.

Resumes Will Be Accepted Until: 12:00 pm on July 10, 2015.

Submit Cover Letter, Resume, Writing Sample and References/ Direct Inquiries To:

Lisa Alfred

Public Utilities Commission

Email lisaalfred@puc.nv.gov

In subject line please reference: **Executive Director**

Posted: 6/10/15